

## Questions and Considerations for Organizations to Pose to Third-Party Screening Vendors

1. What type of searches are included in your packages?
2. Can you describe your methodologies for conducting your searches?
3. Do you have different packages based on the role that the employee or volunteer is applying for?
4. Do you use databases for any searches? If so, please describe:
  - a. The nature of the database.
  - b. Any limitations on the usage of the database.
  - c. Any legal compliance issues, such as Fair Credit Reporting Act (FCRA) Section 613.
5. Can you provide us with a sample report?
6. If there is a criminal case found, who determines if it is reportable, and describe the methodology used to determine whether it is reportable.
7. How can you assure that we are doing our due diligence in purchasing your services for pre-employment screening?
8. How do you vet new clients to ensure your services are in compliance with the Fair Credit Reporting Act (FCRA)?
9. Describe your understanding of the laws that govern pre-employment screening and your methodology for compliance with those laws.
10. How does your firm keep updated on applicable federal and state laws affecting employment screening?
11. Are you aware of "Ban the Box" laws, Fair Chance hiring, and salary history bans?
12. Do you maintain a guide to applicable laws in all 50 states?
13. Describe what assistance you will give us, if any, in legal compliance.
14. Describe how you keep your clients updated on important legal changes.